

JAY DARDENNE  
SECRETARY OF STATE

STATE OF LOUISIANA  
SECRETARY OF STATE  
P.O. BOX 94125  
BATON ROUGE, LA. 70804-9125  
www.sos.louisiana.gov

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December 5, 2008

Ms. Joy Irwin  
Louisiana Legislative Auditor  
Budget Unit  
P. O. Box 94397  
Baton Rouge, LA 70804

Dear Ms. Irwin:

Enclosed please find the budget for the Schepis Museum as requested by a letter dated July 3, 2008 to comply with the 2008 Appropriations Act.

Should further information be needed, please do not hesitate to contact me.

Sincerely,

Cheryl Achord  
Accountant Administrator

# ATTACHMENT A - PLAN

Act 19 of 2008

20-945

NAME OF CONTRACTING PARTY:

The Schepis Foundation, Inc.

NAME AND BRIEF NARRATIVE OF PROGRAM:

Permanent Exhibit Collection featuring Louisiana Artists.

**Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program:** Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. Program Goal (*Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.*)  
Our goal is to add artwork in various mediums by purchasing items to add to our permanent collection from selected Louisiana artists to be exhibited at the museum.

2. Program Objective(s) (*Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal, that identify the expected outcomes and results. The program objective must include a percentage, a specific dollar amount or a number.*)  
Expand and add to our permanent exhibit of artwork by Louisiana artists which currently consists of (1) Flood of 1927 Photography Exhibit (2) Birds of the Western Slope by Andrew Jackson Grayson (3) a portion of the Glenn Gore photo collection of the Ouachita River. (4) Adam Davenport Ouachita River Bridge Painting (5) Martin Laborde "Bodo over the Schepis" (6) Phoebe Allen watercolor (7) ULM Professor Gary Ratcliff Pottery (8) J.B. Crain Wood turned bowl

3. Relevant Activity (Activities) (*An activity is a distinct subset of functions or services within a program to meet the Program Objective.*)  
Research Louisiana Artists to include a variety of items to our permanent collection to facilitate a permanent exhibit to be located at the museum. Polly Harrelson, Jane Meredith and Beth Helter will be responsible for locating items for consideration for purchase by the museum.

4. Performance Measure(s) (*Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness. A Performance Measure must be designated as a percentage, a specific dollar amount or a number.*)

The exhibits are visited by all sectors of the community, including children, adults and senior citizens, as well as visitors to our community. The museum currently has each guest register and is developing an evaluation card to be submitted in order to evaluate the response to the collection. We will provide an accounting each quarter for items purchased. This guest register and/or evaluation cards will document the number of exhibits held. Copies of all programs, invitations, mailouts, advertisements, etc. will be attached to quarterly reports.

# **ATTACHMENT B**

Page 1

## **Project Budget (2008-09)**

Act 19 of 2008

20-945

### **Type Name of Contracting Party**

#### **Anticipated Income or Revenue**

##### **Sources** (list all sources of revenue)

1. Cooperative Endeavor Agreement

2.

3.

Total all sources

##### **Amounts**

\$75,000.00

\$

\$

\$75,000.00

#### **Anticipated Expenses**

##### **Expense Categories**

##### **Total Amount**

##### **Amount Line Item**

##### **Appropriation**

(see footnote 1 below)

(see footnote 2 below)

Gross Salaries(See Attachment B, page 2)

\$ 33,000.00

\$33,000.00

Related Benefits (employer share)

\$ 2,525.00

\$ 2,525.00

Travel

\$ 1,000.00

\$ 1,000.00

Operating Services:

Advertising

\$ 1,000.00

\$ 1,000.00

Printing

\$ 1,250.00

\$ 1,250.00

Insurance

\$ 5,000.00

\$ 5,000.00

Maintenance of auto, movable property

\$

\$

Maintenance of building and grounds

\$ 7,200.00

\$ 7,200.00

Rentals

\$

\$

Software licensing

\$

\$

Dues and Subscriptions

\$ 800.00

\$ 800.00

Telephones and Internet Service

\$ 2,700.00

\$ 2,700.00

Postage

\$ 1,000.00

\$ 1,000.00

Utilities

\$ 8,800.00

\$ 8,800.00

Other - Exhibits

\$ 5,000.00

\$ 5,000.00

Office Supplies

\$ 4,375.00

\$ 4,375.00

Professional & Contract Services

\$ 1,350.00

\$ 1,350.00

(See Attachment B, page 3)

Other Charges (See Attachment B, Page 4)

\$

\$

Acquisitions & Major Repairs

\$

\$

Total Use of the Appropriation

\$ 75,000.00

\$75,000.00

(Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services and Other Charges shall be detailed using pages 2, 3 and 4 of Attachment B).

All numbers must be rounded to the nearest dollar..

Footnote (1) This column represents expenditures by category and MUST equal total sources listed above.

Footnote (2) This column represents the portion of expenditures by category funded by the state appropriation provided by this Cooperative Endeavor Agreement.

# ATTACHMENT B

Page 2

## Staffing Chart

Act 19 of 2008

20-945

Name of Contracting Party: Schepis Foundation, Inc.

Name of Program: Schepis Museum

Name	Title	Total Annual Salary Amount	Total Salary Paid by Appropriation Amount	Percentage	Related Benefits	Full time or Part Time # of months
Jane Meredith	Curator	\$25,000.00	\$25,000.00	100%	\$1,912.50	Full time - 12 months
Beth Hefner	Museum Assistant	\$ 5,000.00	\$5,000.00	100%	\$ 383.50	Part time
Dale Esters	Museum Attendant	\$ 3,000.00	\$ 3,000.00	100%	\$ 229.00	Part time - Saturdays

Totals

\$ \$33,000.00

\$ 33,000.00

\$ 2,525.00

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# ATTACHMENT B

Page 3

## Schedule of Professional and Other Contract Services

Act 19 of 2008

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Name of Contracting Party: Schepis Foundation, Inc.

Name of Program: Schepis Museum

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
John Carroll, CPA  M. Carleen Dumas, CPA	Qtr. Compilation & payroll taxes  Audit	\$650.00  \$700.00	\$650.00  \$700.00
Totals		\$1,350.00	\$1,350.00

## Page 4

**Act 19 of 2008**

**Name of Contracting Party:** Schepis Foundation, Inc.

Provide a description of the intended use of the funds listed in Other Charges and the dollar amount.

Each use should be listed separately.

Do not budget funds in Other Charges that can be placed in another expenditure category.

List dollar Amount for each use

1.

Total – Should agree with Attachment B, page 1

**ATTACHMENT E**  
**Disclosure and Certification Statement**

Act 19 of 2008

20-945

**Contractor's Name:** Schepis Foundation, Inc.

**Contractor's Mailing Address:** PO Box 743, Columbia, LA 71418

**Name of Program:** Schepis Museum

**Organization Type:** (For example, local government, non-profit, corporation, LLP, etc.) Non-profit Corporation  
Private entities required to register with the Secretary of State's office must be in good standing with that office.

**Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:**

Martha Simons--President  
P.O. Box 1555  
Columbia, LA 71418

Debbie Mixon--Secretary  
PO Box 1435  
Columbia, LA 71418

Jane Meredith--Museum Curator  
P.O. Box 730  
Columbia, LA 71418

Polly Harrelson--Treasurer  
P.O. Box 10  
Columbia, LA 71418

Beth Hefner--Museum Assistant  
7767 Hwy. 4 W  
Columbia, LA 71418

**Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:**

Jane Meredith--Museum Curator  
P.O. Box 730  
Columbia, LA 71418

Beth Hefner--Museum Assistant  
7767 Hwy. 4 W  
Columbia, LA 71418

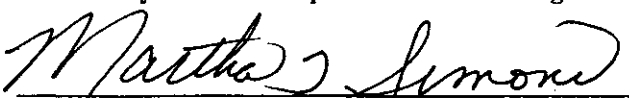
List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held.

☐ I hereby certify that this organization has no outstanding audit issues or findings.

☐ I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.

~~Attach a completed Federal Form W-9 (Request for Taxpayer Identification Number and Certification)~~

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

  
Martha T. Simons, President  
Schepis Foundation, Inc.

\_\_\_\_\_  
Date